

# Town of Ocean City

**Job Title:** Police Property and Evidence Custody Technician -Trainee  
**Department:** Police Department  
**Reports To:** Support Services Division – Service Management Section  
**Salary Level:** Grade 6/30  
**FLSA Status:** Non-exempt  
**Shift:** Varies – to include weekends and evening hours  
**Approved By:** Police Chief  
**Approved Date:** 09/01/2014

## SUMMARY

This is a non-sworn apprentice position within the police department that performs law enforcement related duties associated with the care and custody of seized evidence and found property as well as quarter master duties associated with operational/enforcement supplies and police uniforms and related duty gear for sworn and non-sworn personnel. A person in this job title works closely with a Police Property and Evidence Custody Technician for a minimum of one year, gaining work experience and mandated training before automatic elevation to the position of Police Property and Evidence Custody Technician; contingent upon acceptable job performance ratings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Acquires supplies, uniform items and duty related gear utilizing in-house purchasing systems, assuring replenishment occurs at predetermined levels.
- Acquires police specific forms as directed through internal processes and/or State/Federal supply processes.
- Assists in maintaining an accurate inventory of supply, general uniform items and duty related gear for immediate distribution upon request.
- Maintains various files and other recordkeeping systems associated with evidence, property, and quartermaster duties.
- Maintains seized monies in compliance with Town and Department policies and procedures to assure compliance with accounting/auditing practices.
- Assists in the preparation of routine bank deposits of all monies not of evidentiary value.
- Provides testimony in court proceedings regarding chain of custody for evidentiary items maintained by the Department.

- Answers inquiries regarding evidence/property in the care and custody of the Department.
- Assists with the preparations of property auctioned in association with abandoned/seized items in the custody of the Department.
- Receives and secures evidence, to include C.D.S., resulting from criminal investigations and maintains court disposition of said property.
- Retrieves recovered/found property and evidentiary items from police substation facilities and transports items back to the Property and Evidence Section.
- Inventories, logs, and transports all C.D.S. materials to the Maryland State Police Laboratory in Berlin, Maryland for analysis. Once the analysis is complete, picks-up, returns, and maintains the evidence in the Property and Evidence Section for court purposes.
- Assists in the destruction of all C.D.S. and associated paraphernalia evidence after adjudication in court by collecting, inventorying and transporting under police guard to an approved designated destruction facility.
- Types a variety of letters and forms associated with the job task.
- Affably interacts with Departmental personnel as well as with the general public.
- Serves in the capacity of the Police Property and Evidence Technician in his/her absence.
- Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory position

**QUALIFICATIONS:** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**1. EDUCATION and/or EXPERIENCE**

Graduate from an accredited high school or General Education Degree (GED) with a proficiency in the understanding and use of office related software packages to include Microsoft Word, Excel, Access, and PowerPoint.

An Associates' Degree from a college and/or technical school as well as one year experience is preferred.

Must be able to successfully complete associated job related training requirements as deemed by the Department within the first year of employment.

Must be able to successfully attain certifications associated with MILES/NCIC.

**2. OTHER ADDITIONAL REQUIREMENTS**

Must have an acceptable criminal history record and be able to meet all the background criteria set by Department to include successful completion of a polygraph examination.

**3. LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business correspondence and memorandums. Ability to write reports, internal memorandums, and simple correspondences. Ability to effectively present information and respond to questions from supervisors, command staff and management, officers of the court, and the general public. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**4. MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**5. REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**6. CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license.

## **7. OTHER SKILLS AND ABILITIES**

Working knowledge of office practices, procedures and equipment: ability to make moderately complex arithmetic computations and tabulations accurately and with reasonable speed: ability to establish and maintain effective working relationships with associates and public: must be capable of typing and have a working knowledge of basic computer systems.

## **8. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger; handle or feel; and talk and/or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move with mechanical assistance items weighing in excess of 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **9. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. The employee is routinely exposed to dangerous weapons (to include firearms), controlled dangerous substances (drugs/narcotics), and body fluids (blood and other similar substances found on clothing and other objects) requiring precautionary measures.